



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2021-0154

TO: Mayor and City Council Members
FROM: Chelsea Ditz, Director of Human Resources
DATE: April 26, 2021
SUBJECT: On-Call Executive Search Firm Services

REQUEST:

City Council is requested to authorize a blanket purchase order for on-call executive search firm services in the not-to-exceed amount of \$75,000 through April 30, 2024 and further authorizes the Mayor to execute a contract on behalf of the City.

REASON FOR PURCHASE:

Five years ago the City, in anticipation of retirements that would soon be occurring, determined there was a need to engage the services of an executive search firm to assist with recruitment and selection of various City management and executive level positions. It was felt an executive search firm could supplement City staff and provide additional local, regional, and national resources that would benefit the City in attracting and recruiting talented and well-qualified candidates. The City has determined that the utilization of this process has assisted the City well, and has provided an excellent resource in the recruitment of many of the City's executive level positions that have been filled over the past five (5) years due to retirement. The City feels the continuation of having this contract in place to address future needs is of great benefit.

The City issued a Request for Proposal utilizing the MITN system. Eight (8) proposal responses were received and evaluated by a committee consisting of staff from Human Resources, Fiscal, and the Mayor's Office. The committee shortlisted to two (2) firms and subsequently conducted interviews with both firms. Based on the proposal review and interviews, the committee determined GovHR USA, LLC provides the best value to the City based on their experience and qualifications, project team assigned to the City, past work experience, projects with the City, outreach efforts, resources, and other services that can be offered to assist the City with executive level position recruitment, coaching, position needs assessments, and other resources to successfully fill positions with qualified individuals. Award is recommended to GovHR USA, LLC. The City has been utilizing their services for the past five (5) years and has been satisfied with the services received.

PROCESS:

Vendor Name and Address:

GovHR USA, LLC
630 Dundee Road, Suite 130
Northbrook, IL 60062

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2021 Adopted Budget and the FY 2022-2023 Proposed Budgets.

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	3-Year Remaining Budget
101 - General Fund	233 - Human Resources	801000 - Professional Services	\$75,000	\$75,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order for on-call executive search firm services in the not-to-exceed amount of \$75,000 through April 30, 2024 and further authorizes the Mayor to execute a contract on behalf of the City.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney Yes N/A